Position Title: Seasonal Library Assistant, Materials Management and IT Department
Posting Type: Internal and External

 At the heart of a vibrant urban/rural community of 100,000, Strathcona County Library (SCL) encourages literacy and lifelong learning, fosters community connections, and offers programs and services that inform, engage, and entertain. SCL provides excellent and accessible services from our Central Library in the Community Centre, our award-winning Bookmobile, and via satellite return centres located throughout the community. Opportunities abound to provide creative programs and services for young families, engaged seniors and all of the age groups in between. We offer a strongly collaborative team-based environment and the flexibility to maintain a good work/life balance. We are committed to fostering the principles of equity, diversity, and inclusion within our workforce and community. We welcome and encourage all qualified applicants.

Employment Terms
This is a non-permanent hourly, 35 hours a week position. This position involves daytime hours from Monday to Friday.
Hourly Pay Rate: $31.06 per hour, paid bi-weekly
Start/End Date: The position runs for a period of 16 weeks from May 5, 2025 to August 22, 2025
Reports to: Assistant Manager, Materials Management and IT

Who we are looking for
We are looking for a reliable individual who can work independently under minimal supervision and is looking to gain experience in the technical services area of the library.

Duties and Responsibilities
- Catalogue library material
- Update and maintain authority records on the library's integrated library system (Horizon)
- Re-catalogue and re-label specific collections. Update RFID tags as required
- Assist with unpacking shipments, processing, and receiving library materials as required
- Assist with other summer projects as required
- Other duties as required

Minimum Qualifications
- Completion of one year of a library-related post-secondary program is required by position start date.
- Basic knowledge of MARC is required

Knowledge, Skills, Experience and Training
- Experience working in a library setting is desirable
- Strong keyboard skills
- Ability to work independently
- Good attention to detail

Application Details
Deadline to apply: **9:00 AM March 3, 2025**

Interested applicants are invited to submit a cover letter and résumé by e-mail to: recruitment@sclibrary.ca

Please include the position title(s) and department(s) you are applying for in your email subject line and cover letter.

Equivalencies of education and experience may be considered. Strathcona County Library is committed to job equity and we encourage all qualified candidates to apply.

In addition to providing a dynamic working environment, we offer competitive pay and benefits package.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Thank you for your interest in Strathcona County Library. We only contact candidates selected for interviews.

For more information visit Strathcona County Library website: https://sclibrary.ca/